

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE 1. Agency Address FOR AGENCY USE Georgia Education Authority (Schools) Application Number Application Date 270 Washington Street, S. W., Room 207 5-22-78 Atlanta, Georgia 30334 Date Received Application Number Date Completed JUN 1 1978 JUL 1 2 1978 5-1-78/1 **Working Title** 2. Person to Contact Telephone Number Walter H. Fairchild 270 Washington Street Room 208 Records Management Officer 656-3421 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. \_\_\_ Check One: 
Change; 
Supercede; 
Void c. Amend Application No. \_\_ 5. Records Serie: Title (followed by title used in office; if different) 4. Dates of Series Earliest 1 atest Microfilm Copies of As-Built Construction Plans 1950 To Date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Georgia Education Authority (Schools), formerly the State School Building Authority, is responsible for supervision of funds for the construction, remodeling, improvment, equipping, etc., of certain educational facilities within the State. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Construction of buildings for public school systems and/or the State Board of Education. Included are: 35 mm microfilm copies of as-built construction plans. Numerically by Improvement number. File is arranged: How often are records referred to which are: 8. Monthly Reference Rate ; Seven to twelve months old \_\_\_\_1 ; Thirteen to twenty-four months old \_\_\_3 ; One to six months old . twenty-five months and older . 9. Annual Rate of Accumulation of Records \_\_\_\_\_; Legal-size drawers Letter-size drawers \_ \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_ AR-50-71; Rev. 76 (Over)

| YES NO  | 10. Questionnaire  | 100   |  |                                 |
|---|--|---|--|---------------------------------|
|   |  | ***************************************   | lumn)  |                                 |
| X   |  | cial copy of the series?  |  |                                 |
|   | If not, where is   | •   | requiring security handling? If yes, cite law or re  | Mulation                        |
| X   |  |   |  | galativii.                      |
| X   | c. Is this a vital re  |   |  |                                 |
| X   |  | have historical or long term research   | arch value?<br>necessary to keep the entire file for a long period,  |                                 |
| _ X_  |  | scheduled separately?   | recessary to keep the entire file for a long period,   | could these                     |
| x   |  |   | ublished? If yes, attach copy,   |                                 |
| Y   | g. Is the informat   |   | nalyzed and/or recorded in a summarized report?  |                                 |
|   | h. Is there a dupli  | cation of this series in your office  | , or in another office or agency?  |                                 |
| Y X   |  | r a major portion of itl regularly s  | microfilmed?   |                                 |
| X   | r  | d series result in a computer print   | · · · · · · · · · · · · · · · · · · ·  | ·                               |
| 1. Reten  | tion Requirements  |   | s the series to be kept: Permanently   |                                 |
|   |  | •   | ,  |                                 |
|   | ite Law  | years.  |  | years.                          |
|   | itute of limitation<br>deral law   | years.  |  | years.                          |
| <b>C.</b> 10                                    | uerai iavv   | Year 3.   | 1. 1 edetal retention man actions  | years.                          |
| Attac   | h copy or excert of la   | ws or regulations. Explain admin  | istrative need.  |                                 |
| Thic  | record conv of   | this file may be neede  | d at any time for maintenance, reno  | ovation,                        |
| or a  | ddition to a bu  | ilding.   | •  |                                 |
| J. (A)  |  |   |  |                                 |
|   | ·  |   |  | •                               |
| 2. Appro  | ved Disposition Instr  | uctions This agency recomme   | ends that the file series be cut off at the end of eac   | h:                              |
|   | ansfer to local holding  | g area; holdyear(s);  |  |                                 |
| ☐ Tra   | ansfer to local holding<br>ansfer to State Record<br>stroy,  |   | then   |                                 |
| ☐ Tra   | ansfer to local holding<br>ansfer to State Record<br>stroy,<br>ansfer to State Archiv<br>her (Specify) New 2   | g area; holdyear(s); ds Center; holdyear yes for permanent retention. accumulations of this re  | then<br>(s); then<br>ecord series are to be forwarded to   | State                           |
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